19 April 1968

MEMORANDUM FOR THE RECORD

SUBJECT: EPIC System Procedures

1. The Office of Basic and Geographic Intelligence has fully explored its role in providing updated customer tape for the EPIC system, and procedures are being implemented to carry out these functions. OBGI feels that the procedures for the successful operation of the EPIC system are as follows:
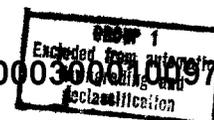
    a. Coordination -- OBGI will continue to encourage all NIS contributors to utilize tape equipment for producing NIS manuscripts. Most of the contributors producing NIS under contract have been provided machines by OBGI and will be producing almost 100% on tape within the next 12 months. Approximately 60-70% of their present production is on paper tape. In addition, three out of four CIA contributors are now producing on tape and all future jobs will be taped with few exceptions. The Publication Division has been coordinating this program with all NIS contributors and will continue to do so in the future. Discussions are presently under way with DIA to encourage their adoption of this system for NIS manuscript preparation.

    b. Tape Editing -- Publication Division is at present updating all tapes received from contributors. As the volume increases, OBGI will provide the necessary manpower to keep abreast of the workload. OBGI is aware of the rigid procedures required for coding this material and will adhere to strict controls in the updating and in applying the functional printing codes.

    c. Proof Review -- OBGI feels that proof review, whether in phase I or some other phase, is essential. Past experience has proven that unexplained errors do occur. In addition, due to the nature of the world situation, events occur that require changes in the text. However, the shorter the throughput time, the less likely this type of change will be required. It is recognized that if the experience factor proves that no changes are necessary, these proofs may be curtailed or eliminated at some future date. OBGI also feels that the proofreading responsibility must rest with the Printing Services Division and it is a PSD responsibility to determine the amount of effort required in this function. Here again, the experience factor might prove that this function could be drastically reduced at some future date.

2. The Office of Basic and Geographic Intelligence participated in the development of the EPIC system and has always been a firm supporter. The Office will cooperate in every way possible to straighten out any difficulties that arise in the production of NIS through the EPIC system. The printing throughput time has always been of prime concern to OBGI and a reduction in the printing time to 30-45 calendar days per unit is a goal for the EPIC system to achieve.

                              JAMES A. BRAMMELL
                                  Director
                       Basic and Geographic Intelligence

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  O&1 - D/BGI
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